Indiana Department of Education

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M E M O R A N D U M

TO: All Superintendents and Charter School Sponsors

FROM: Debra Hineline, Director
                  Office of Financial Management, Analysis, and Reporting

SUBJECT: 2006-2007 Textbook Reimbursement Data Submission

DATE: June 2, 2006

This communication is provided to inform school officials of the change to the process for submitting textbook reimbursement information for the 2006-2007 school year. The change will provide you with an electronic means to submit your reimbursement claim form and required student documentation.

Last year was the first year your corporation submitted the required student data via the STN Application Center.

The prior year student data has been advanced a year for use to provide a starting point for supporting documentation for the new school year.

Retrieving and Reporting Individual Student Information

Access the aged student data via the secure STN Application Center. Click the Administration menu and select Retrieve Student Data. Select Textbook Reimbursement Data from the file type pull down menu. Select the file format and click the download button. Save the data to your computer. The data must be modified to add new students, eliminate students no longer eligible for textbook reimbursement, and modified for students who were not promoted at the end of the 2005-2006 school year. Upon completion of all the student information, submit the student information file through the Application Center under the Data Transfer menu. Select the File Transfer option. Browse your computer for the location of the student data file. Select File Type and File Format. Click on the Transfer Data button. Check the Application Center Scoreboard for a message that the data transfer was successful. If there are errors or inaccuracies, correct your data and resubmit the file.

Notes: 1) If your corporation did not file a claim in 2005-2006, the data file will be blank except for the column headers. 2) STN COLUMN will be blank for all records. The STN number is a required data element for students claimed.

Completing the Summary Claim Form for 2006-2007

This year we are requiring all student data to be submitted prior to completion of the Summary Claim Form. Once the student data has been submitted our system will aggregate the student counts by grade level. When you access the summary claim form from the secure STN Application Center the number of students per grade level will be pre-populated in the form for you based on the student information that was submitted by your corporation. You will then need to input the **_TOTAL_** cost of textbooks, workbooks, etc into the claim by grade level. **The application does make the total textbook cost calculation for you!** After filling in all required data, click the Calculate and Review button. This action will submit the claim to DOE. A message will appear giving you the option to review and make changes to the completed form. To review and make changes click Display Completed Form. Print, sign, and mail the completed form to the DOE at the address on the form.

The data layout for the submission of the individual student data is posted on the STN Application Center. The link is as follows:
http://www.doe.state.in.us/stn/pdf/textbook_reimbursement.pdf

If you have questions about the submission of Textbook Reimbursement information, please contact us toll free at 866-234-1414 or 317-232-0840.

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